

How to Filter Data by Time Period

Description

- In the middle of the output modifications page for any output option, there is a section that allows you to “select a time period or leave blank for cumulative time period”.

Select a time period or Leave Blank for Cumulative Time Period:

Date Variable Beginning Ending

☐ Enter Date variable/Time period at the time you click the Run button

- To restrict output to a specific time period, select a date variable from the “Date Variable” drop down menu and specify the beginning and ending date for the desired time period.

Tip: If you plan to save this output, check the option to “enter the date variable/Time period at the time you click the Run button”. This will allow you to specify the desired time period every time you generate the output without having to return to the Design Modification page.

- The available date variables can vary with each output option. The table below provides examples of date variables based on event date, along with the format of each variable. You can filter your output by year, half-year, quarter, or month. Date variables are based on the calendar year; if fiscal year is desired, specify time period by exact date or month range.

Specify By	Date Variable	Beginning	Ending
Date	eventdate	1/1/2011	12/31/2011
Year	evntDateYr	2011	2011
Half-year	evntDateYH	2011H1	2011H2
Quarter	evntDateYQ	2011Q1	2011Q4
Month	evntDateYM	01/2011	12/2011

Tip: When entering Beginning and Ending dates, the computer will automatically enter the slash marks “/” and letters (H, Q) when applicable.

Example

- Suppose you wish to analyze CLABSI that occurred during the first six months of 2011. One way to do this would be to select the date variable “evntDateYH”, indicating that you wish to restrict the output to data based on the event date by half-year. The beginning and ending value would be 2011H1; the only CLABSI included in the analysis will be those where the event date was in the first half of 2011. (*You only need to type “2011” and “1”; the H will be auto-entered).

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